



City of Santa Ana
20 Civic Center Plaza, Santa Ana, CA 92701
Staff Report
September 17, 2024

TOPIC: Janitorial Services at Various City Locations

AGENDA TITLE

Agreement with Valley Maintenance Corporation for Janitorial Services at Various City Locations (RFP No. 24-076) (General Fund and Non-General Fund)

RECOMMENDED ACTION

Authorize the City Manager to execute an agreement with Valley Maintenance Corporation for Janitorial Services at various locations in an amount not to exceed \$6,503,284, for the term beginning November 1, 2024 and expiring October 31, 2027, with provisions for one, two-year extension (Agreement No. A-2024-XXX).

GOVERNMENT CODE §84308 APPLIES: Yes

DISCUSSION

The Public Works Agency's Parks, Fleet, and Facilities Services Division is responsible for the oversight of building maintenance, custodial maintenance, and security of City facilities. Routine janitorial services for the locations listed below are primarily provided by janitorial contractors:

- City Hall
- Council Chamber
- Santa Ana Regional Transportation Center (SARTC)
- Corporate Yard
- Santa Ana Stadium
- Santa Ana Main Library
- Newhope Library
- Police Athletic and Activity League (PAAL) – McFadden Avenue
- Santa Ana Stadium
- Centennial Park Office
- 15 Recreational Centers (e.g. Salgado Community Center)

Services provided through the janitorial service contract include, but are not limited to: general cleaning, dusting of surfaces, emptying of trash, cleaning of toilets, urinals, showers, glass doors, mirrors, drinking fountains, fitness equipment, door mats, vacuuming/mopping of floors, etc.

The Request for Proposals (RFP) No. 24-076 was issued on June 4, 2024 on the City's online bid management publication system, PlanetBids. A summary of vendor participation is as follows:

219	Vendors notified
31	Santa Ana vendors notified
61	Vendors downloaded the bid packet
14	Bids received
1	Bid received from Santa Ana vendors

Proposals were solicited, opened on July 2, 2024, and evaluated. Fourteen (14) proposals were submitted by the RFP deadline and 11 were determined to be responsible, responsive to the specifications, and met the City's requirements. The proposals submitted Coastal Building Services, Inc., So Cal Cleaner, and UBM Enterprises, Inc. were deemed non-responsive due to submitting a proposal without required documents specified in the RFP. An evaluation committee reviewed and rated the proposals according to the criteria listed in the RFP. The results of the evaluation are as follows:

Firm	Location	Rank
Valley Maintenance Corporation	Santa Fe Springs, CA	1
ABM Industries, Inc.	Tustin, CA	2
Universal Building Maintenance, LLC	Santa Ana, CA	3
Jonco West	Corona, CA	4
Guaranteed Janitorial Service, Inc.	Chino, CA	5
CCS Facility	San Diego, CA	6
Pride Industries One	Roseville, CA	7
Uniserve Facilities Services	Commerce, CA	8
JJ Property Maintenance Network, Inc.	Pasadena, CA	9
Premier Property Preservation	West Hill, CA	10
Mission Building Services	Riverside, CA	11

Staff recommends awarding an agreement to the highest ranked firm, Valley Maintenance Corporation (Exhibit 1), that has the expert skills, knowledge, and experience to accomplish the City's objective to provide clean facilities for both the public and City staff.

ENVIRONMENTAL IMPACT

There is no environmental impact associated with the action.

FISCAL IMPACT

Funds are budgeted and available in FY 2024-25 for this expenditure. Funds will be budgeted in future fiscal years for City Council consideration.

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Fiscal Year	Accounting Unit-Account #	Fund Description	Accounting Unit, Account Description	Amount
2024-25	07317101-62310	Building Maintenance	Custodial, Janitorial & Housekeeping	\$388,432
	06717650-62310	Santa Ana Regional Transportation Center	PWA – SARTC Operations, Janitorial & Housekeeping	\$216,920
	01111110-62300	General Fund	Library – Administration, Contract Services - Professional	\$17,644
2025-26	07317101-62310	Building Maintenance	Custodial, Janitorial & Housekeeping	\$624,136
	06717650-62310	Santa Ana Regional Transportation Center	PWA – SARTC Operations, Janitorial & Housekeeping	\$331,892
	01111110-62300	General Fund	Library – Administration, Contract Services - Professional	\$52,232
	01117651-62310	General Fund	Park Maintenance Service Enhancement, Janitorial & Housekeeping	\$205,401
2026-27	07317101-62310	Building Maintenance	Custodial, Janitorial & Housekeeping	\$709,139
	06717650-62310	Santa Ana Regional Transportation Center	PWA – SARTC Operations, Janitorial & Housekeeping	\$342,734
	01111110-62300	General Fund	Library – Administration, Contract Services - Professional	\$89,034
	01117651-62310	General Fund	Park Maintenance Service Enhancement, Janitorial & Housekeeping	\$211,623
2027-28 (July-October)	07317101-62310	Building Maintenance	Custodial, Janitorial & Housekeeping	\$238,696
	06717650-62310	Santa Ana Regional Transportation Center	PWA – SARTC Operations, Janitorial & Housekeeping	\$115,509

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Fiscal Year	Accounting Unit-Account #	Fund Description	Accounting Unit, Account Description	Amount
	01111110-62300	General Fund	Library – Administration, Contract Services - Professional	\$29,968
	01117651-62310	General Fund	Park Maintenance Service Enhancement, Janitorial & Housekeeping	\$71,240
Optional One 2-Year Extension:				
2027-28 (November-June)	07317101-62310	Building Maintenance	Custodial, Janitorial & Housekeeping	\$491,753
	06717650-62310	Santa Ana Regional Transportation Center	PWA – SARTC Operations, Janitorial & Housekeeping	\$237,952
	01111110-62300	General Fund	Library – Administration, Contract Services - Professional	\$61,732
	01117651-62310	General Fund	Park Maintenance Service Enhancement, Janitorial & Housekeeping	\$146,696
2028-29	07317101-62310	Building Maintenance	Custodial, Janitorial & Housekeeping	\$752,378
	06717650-62310	Santa Ana Regional Transportation Center	PWA – SARTC Operations, Janitorial & Housekeeping	\$364,065
	01111110-62300	General Fund	Library – Administration, Contract Services - Professional	\$94,446
	01117651-62310	General Fund	Park Maintenance Service Enhancement, Janitorial & Housekeeping	\$225,834
2029-30 (July-October)	07317101-62310	Building Maintenance	Custodial, Janitorial & Housekeeping	\$253,251
	06717650-62310	Santa Ana Regional Transportation Center	PWA – SARTC Operations, Janitorial & Housekeeping	\$122,544

Fiscal Year	Accounting Unit-Account #	Fund Description	Accounting Unit, Account Description	Amount
	01111110-62300	General Fund	Library – Administration, Contract Services - Professional	\$31,790
	01117651-62310	General Fund	Park Maintenance Service Enhancement, Janitorial & Housekeeping	\$76,243
TOTAL				\$6,503,284

EXHIBIT(S)

1. Agreement with Valley Maintenance Corporation

Submitted By: Nabil Saba, P.E., Executive Director – Public Works Agency

Approved By: Alvaro Nuñez, City Manager